



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
**Master Agreement**

Order Date: 2019-11-05

CORRECT ORDER NUMBER  
 MUST APPEAR ON ALL PACKAGES,  
 INVOICES, AND SHIPPING PAPERS.  
 QUESTIONS CONCERNING THIS  
 ORDER SHOULD BE DIRECTED TO  
 THE DEPARTMENT CONTACT.

|  |   |
|--|---|
| <b>Order Number:</b> CMA 0212 0212 RECMGT                          | <b>Procurement Folder:</b> 401321   |
| <b>Document Name:</b> SWC Records Management                       | <b>Reason for Modification:</b><br>Change Order No. 2: Renewal of contract from 12/01/2019 to 11/30/2020. Renewals Remaining: (0) |
| <b>Document Description:</b> Records Management Statewide Contract |   |
| <b>Procurement Type:</b> Central Master Agreement                  |   |
| <b>Buyer Name:</b> Mark A Atkins                                   |   |
| <b>Telephone:</b> (304) 558-2307                                   |   |
| <b>Email:</b> mark.a.atkins@wv.gov                                 |   |
| <b>Shipping Method:</b> Best Way                                   | <b>Effective Start Date:</b> 2016-12-01   |
| <b>Free on Board:</b> FOB Dest, Freight Prepaid                    | <b>Effective End Date:</b> 2020-11-30   |

| VENDOR   | DEPARTMENT CONTACT   |
|--|--|
| <b>Vendor Customer Code:</b> 000000126524<br>IRON MOUNTAIN INCORPORATED<br>PO BOX 27128<br><br>NEW YORK NY 100877128<br><br>US<br><b>Vendor Contact Phone:</b> (304) 346-8878 <b>Extension:</b><br><b>Discount Percentage:</b> 0.0000<br><b>Discount Days:</b> 0 | <b>Requestor Name:</b> Larry McDonnell<br><b>Requestor Phone:</b> (304) 558-9999<br><b>Requestor Email:</b> larry.d.mcdonnell@wv.gov |

| INVOICE TO  | SHIP TO   |
|---|---|
| ALL STATE AGENCIES<br>VARIOUS LOCATIONS AS INDICATED BY ORDER<br><br>No City WV 99999<br>US | STATE OF WEST VIRGINIA<br>VARIOUS LOCATIONS AS INDICATED BY ORDER<br><br>No City WV 99999<br>US |

**AGENCY COPY**

|                           |                 |
|---------------------------|-----------------|
| <b>Total Order Amount</b> | <b>Open End</b> |
|---------------------------|-----------------|

MA 11/05/2019

|   |  |   |
|---|--|---|
| <b>PURCHASING DIVISION AUTHORIZATION</b><br><b>SIGNED BY:</b> <i>Tara Kyle</i><br><b>DATE:</b><br><b>ELECTRONIC SIGNATURE ON FILE</b><br><i>NOV 05 2019</i> | <b>ATTORNEY GENERAL APPROVAL AS TO FORM</b><br><b>SIGNED BY:</b> <i>John S. Gray</i><br><b>DATE:</b><br><b>ELECTRONIC SIGNATURE ON FILE</b><br><i>11/13/19</i> | <b>ENCUMBRANCE CERTIFICATION</b><br><b>SIGNED BY:</b> <i>Beverly Toler</i><br><b>DATE:</b><br><b>ELECTRONIC SIGNATURE ON FILE</b><br><i>NOV 13 2019</i> |
|---|--|---|

**Extended Description:**

Change Order

Change Order No. 02 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 12/01/2019 through 11/30/2020.

Renewals Remaining: (0)

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

NO OTHER CHANGES

| Line                | Commodity Code | Manufacturer      | Model No | Unit | Unit Price |
|---------------------|----------------|-------------------|----------|------|------------|
| 1                   | 78131804       |                   |          | CF   | \$0.000000 |
| <b>Service From</b> |                | <b>Service To</b> |          |      |            |
|                     |                |                   |          |      |            |

**Commodity Line Description:** Contract Item 1: Transfer Existing Records to New Facility

**Extended Description:**

5.2.1 Contract Item #1: The Vendor must transfer existing records to the new storage facility within 90 days of award.

5.2.1.1 Vendor to provide cost Per Cubic Foot.

| Line                | Commodity Code | Manufacturer      | Model No | Unit | Unit Price |
|---------------------|----------------|-------------------|----------|------|------------|
| 2                   | 78131804       |                   |          | CF   | \$0.000000 |
| <b>Service From</b> |                | <b>Service To</b> |          |      |            |
|                     |                |                   |          |      |            |

**Commodity Line Description:** Contract Item 2: Indexing Existing Records

**Extended Description:**

5.2.2 Contract Item #2: The Vendor must index existing records.

5.2.2.1 Vendor to provide cost Per Cubic Foot.

| Line                | Commodity Code | Manufacturer      | Model No | Unit | Unit Price |
|---------------------|----------------|-------------------|----------|------|------------|
| 3                   | 78131804       |                   |          | CF   | \$0.265000 |
| <b>Service From</b> |                | <b>Service To</b> |          |      |            |
|                     |                |                   |          |      |            |

**Commodity Line Description:** Contract Item 3: Monthly Storage Fee

**Extended Description:**

5.2.3 Contract Item #3: The Vendor must accommodate storage of a minimum of 230,000 cubic feet for the State's records currently housed with the ability to expand.

5.2.3.1 Vendor to provide monthly cost Per Cubic Foot.

5.2.3.2 The Vendor must invoice each state Agency storing records at the facility monthly in arrears.

| Line                | Commodity Code | Manufacturer      | Model No | Unit | Unit Price |
|---------------------|----------------|-------------------|----------|------|------------|
| 4                   | 44111515       |                   |          | BOX  | \$1.890000 |
| <b>Service From</b> |                | <b>Service To</b> |          |      |            |
|                     |                |                   |          |      |            |

**Commodity Line Description:** Contract Item 4: Storage Boxes

**Extended Description:**

5.2.4 Contract Item #4: The Vendor must provide storage boxes; Dimensions: 10"W x 12"L x 15"H.

5.2.4.1 Vendor to provide cost Per Box.

| Line | Commodity Code      | Manufacturer      | Model No | Unit | Unit Price |
|------|---------------------|-------------------|----------|------|------------|
| 5    | 78131804            |                   |          | BOX  | \$0.000000 |
|      | <b>Service From</b> | <b>Service To</b> |          |      |            |

**Commodity Line Description:** Contract Item 5: Records Pick Up

**Extended Description:**

5.2.5 Contract Item #5: The Vendor must pick up the records within a maximum of five (5) business days after written notification by the Agency.

5.2.5.1 Vendor to provide cost Per Box.

| Line | Commodity Code      | Manufacturer      | Model No | Unit | Unit Price |
|------|---------------------|-------------------|----------|------|------------|
| 6    | 78131804            |                   |          | BOX  | \$0.000000 |
|      | <b>Service From</b> | <b>Service To</b> |          |      |            |

**Commodity Line Description:** Contract Item 6: Indexing New Records

**Extended Description:**

5.2.6 Contract Item #6: The Vendor must index all new records.

5.2.6.1 Vendor to provide cost Per Box.

| Line | Commodity Code      | Manufacturer      | Model No | Unit | Unit Price |
|------|---------------------|-------------------|----------|------|------------|
| 7    | 78131804            |                   |          | PAGE | \$0.280000 |
|      | <b>Service From</b> | <b>Service To</b> |          |      |            |

**Commodity Line Description:** Contract Item 7: Retrieval of Paper Records, digitized

**Extended Description:**

5.2.7 Contract Item #7: Vendor must retrieve any paper records in storage and provide a digitalized version of said record when requested by any Agency within a maximum of three (3) business days. The request must be completed during normal business hours.

5.2.7.1 Vendor to provide cost Per Page.

5.2.7.2 The Vendor must upload the digitalized record to a secure online portal or server and provide an access or hyperlink to the agency by email so the record can be accessed.

| Line | Commodity Code      | Manufacturer      | Model No | Unit | Unit Price |
|------|---------------------|-------------------|----------|------|------------|
| 8    | 78131804            |                   |          | PAGE | \$0.400000 |
|      | <b>Service From</b> | <b>Service To</b> |          |      |            |

**Commodity Line Description:** Contract Item 8: Emergency Retrieval Paper Records digitized

**Extended Description:**

5.2.8 Contract Item #8: The Vendor must retrieve any paper records in storage and provide a digitalized version of said record when requested by an Agency sending a written Emergency notification within a maximum of one (1) business day.

5.2.8.1 Vendor to provide cost Per Page.

5.2.8.2 The Vendor must upload the digitalized record to a secure server and provide a hyperlink to the customer by email so the record can be accessed.

| Line | Commodity Code      | Manufacturer      | Model No | Unit | Unit Price |
|------|---------------------|-------------------|----------|------|------------|
| 9    | 78131804            |                   |          | BOX  | \$1.840000 |
|      | <b>Service From</b> | <b>Service To</b> |          |      |            |

**Commodity Line Description:** Contract Item 9: Retrieval of Records

**Extended Description:**

5.2.9 Contract Item #9: The Vendor must retrieve any records in storage and hand deliver it to the authorized Agency personnel within three (3) business days of written notification. Records must be delivered during normal business hours. Records containing confidential information must be signed for by authorized personnel.

5.2.9.1 Vendor to provide cost Per Box.

| Line | Commodity Code      | Manufacturer      | Model No | Unit | Unit Price |
|------|---------------------|-------------------|----------|------|------------|
| 10   | 78131804            |                   |          | BOX  | \$9.790000 |
|      | <b>Service From</b> | <b>Service To</b> |          |      |            |

**Commodity Line Description:** Contract Item 10: Emergency Retrieval of Records

**Extended Description:**

5.2.10 Contract Item #10: The Vendor must retrieve any records in storage and deliver it to requesting Agency within one (1) business day if it is identified by the agency as an Emergency. Records containing confidential information must be signed for by authorized personnel.

5.2.10.1 Vendor to provide cost Per Box.

| Line | Commodity Code      | Manufacturer      | Model No | Unit | Unit Price |
|------|---------------------|-------------------|----------|------|------------|
| 11   | 80161508            |                   |          | BOX  | \$3.060000 |
|      | <b>Service From</b> | <b>Service To</b> |          |      |            |

**Commodity Line Description:** Contract Item 11: Destruction of Paper Records

**Extended Description:**

5.2.11 Contract Item #11: The Vendor must provide destruction of specified paper records at the authorized Agency representative's written request. Records must be destroyed by a crosscut shredder for paper records.

5.2.11.1 Vendor to provide cost Per Box.

| Line | Commodity Code      | Manufacturer      | Model No | Unit | Unit Price  |
|------|---------------------|-------------------|----------|------|-------------|
| 12   | 80161508            |                   |          | BOX  | \$22.500000 |
|      | <b>Service From</b> | <b>Service To</b> |          |      |             |

**Commodity Line Description:** Contract Item 12: Destruction of Microfilm

**Extended Description:**

5.2.12 Contract Item #12: The Vendor must provide destruction of Microfilm at the authorized Agency representatives request. Microfilm must be incinerated or shredded at a minimum of 1/35" strip or smaller.

5.2.12.1 Vendor to provide cost Per Box



ALLAN MCVEY  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET, EAST  
CHARLESTON, WEST VIRGINIA 25305-0130

W. MICHAEL SHEETS  
DIRECTOR

September 24, 2019

Mr. Joseph Flannery, Senior Business Development Executive  
Iron Mountain Incorporated  
1201 Freedom Road  
Cranberry Twp, PA 16066

Subject: WV Statewide Contract No.: CMA 0212 RECMGT (previous CMA SWC0000027), Records Management and Off-Site Storage Services

Dear Mr. Flannery:

The State of West Virginia is offering to renew subject contract under the same terms, conditions and pricing. The renewal dates are December 01, 2019 through November 30, 2020. If your company agrees to this renewal, please sign below and return the original to my attention as soon as possible. You may return all renewal documents via email to [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov).

Also attached is an Affidavit that is to be part of the purchase order and is required to be signed, dated, and notarized.

We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.

Mark A. Atkins                      11.5.19  
Name/Signature                      Date  
Territory Bus. Director  
Title

Please call if you have any questions.

Very truly yours,

*Mark A. Atkins*  
Senior Buyer, WVPBC  
West Virginia Department of Administration  
Purchasing Division  
2019 Washington Street, East  
POB 50130  
Charleston, WV 25305-0130

Phone: 304.558.2307  
Fax: 304.558-4115  
Email: [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov)

Attachment